



To: All Community Development Recipients
From: IHFA Community Development Department
Date: February 18, 2003
Re: **Award Modification Request Clarification**

Notice: FSP-03-03

IHFA strongly recommends that you begin your development as soon as possible in order to meet the requirements as outlined in your award agreement. However, we also realize that in some instances things out of your control arise making it impossible to meet the required award conditions. Therefore, this memo is being sent to clarify the information that must be provided when recipients are requesting to modify their award.

All modification requests must come from the chief executive officer of the recipient and sent to your IHFA Compliance Specialist. If the modification request comes from anyone other than the chief executive officer, IHFA will not process the request until a letter is received requesting the modification from the chief executive officer.

The following outlines the information that IHFA is looking for in determining whether or not a modification is warranted.

Budget Modification Requests

When requesting a budget modification, the modification needs to include, but is not be limited to the following information:

- Explanation as to why the modification is needed;
- What lead to the change in the costs attributable to the line item, e.g. requesting money to be moved into rehabilitation – additional costs due to historic preservation of existing windows; and
- Revised Budget; and
- Signed modification request from chief executive officer of the award recipient.

Activity/Award Extension Requests

When requesting an activity/award extension, the modification needs to include, but is not be limited to the following information:

- Explanation as to why the modification is needed;



- Detailed timeline by site address of what has transpired to date, please include all site addresses;
- Detailed timeline by site address for completion of the project; and
- Signed modification request from chief executive officer of the award recipient.

Award Agreement Changes

When requesting an award agreement change, e.g. decreasing the number of units served or income beneficiary restrictions, the modification needs to include, but not limited to the following information:

- Explanation as to why you cannot fulfill the requirements that you stated in your initial application for funding;
- The steps taken to meet the original requirements;
- Explanation as to beneficiaries that you are planning to serve, number of units that you are planning to serve, etc.; and
- Signed modification request from chief executive officer of the award recipient.

Please note that if you are increasing the number of units that will be served, you do not need to request approval from IHFA; however, you are still bound to meeting the beneficiary restrictions that you stated in your initial application to IHFA.

If you have questions regarding this memo, please contact your IHFA Compliance Specialist.

